



Meeting Minutes

Facilities Directorate Zero Accident Council

March 11, 2015

Opening Remarks – Jim Dahlgard

- Sometimes we're on auto pilot when working, driving etc. and not always seeing everything on the surface.
- The brain recognizes but does not read the whole word. People have to focus to keep their brains engaged in the task at hand.

Items of Interest

Review of DZAC Purpose and Expectations

- Bring safety suggestions, complaints or concerns from your workgroup directly to Senior Management
- Communicate status or resolution of concerns back to your workgroup
- Present the DZAC training subjects to your workgroup – 10 minutes
- Sign-in sheets are returned to Lisa, Janice, Gene
- Your responsibility to arrange for replacement if unable to attend meeting

Tablets, Ergonomics, Friends or Foes?

Keeping yourself safe while using a table (Tablet Ergo Tips)

- Utilize an external keyboard for extended use
- When just viewing prop up items and make them hands free
- Make your body comfortable. Avoid sustained pinching/pointing
- Use voice recognition apps/features to minimize one finger typing for emails and text messages
- Do not forget to change and move positions often.
- Use support and keep neck relaxed and not bent downward
- Further information at ergo@lbl.gov

Clarification on Work Alone Policy for Shops

- Machine tools may only be operated when a second person is within sight or earshot of the tool user. This is an essential requirement in the case of personnel who get caught in machinery or suffer traumatic injuries.
 - Second person need not be qualified to operate the equipment but does need to know how to turn it off and how to call for emergency assistance
- Second person must agree ahead of time to perform such duties
- A check-in and check-out protocol must be established

Work Planning and Control is Coming (Replacing JHA Process)

- Current JHA process did not meet DOE requirements for activity level authorizations
 - 2009 HSS audit
- The lab needed a more integrated and efficient method, and tools to authorize the diverse range of work activities that take place at the lab
- Process completed by April 30, 2015

Roundtable March Discussion Points

In March each group to come up with at least one future discussion point.

Consider:

- Current lab events
- Injury related discussion points
- Process changes that could impact safety
- Work area safety
- Work Load Safety
- Work Planning

New Items

- Release requirements for Rooms
- Lack of Maintenance on Infrastructure (Buildings are dilapidating inside and out)
- Underground Storm Drains
- Walk-throughs in buildings to identify items that are unsafe
- Work Process (Planning busy, rushed work and small jobs that are on hold)
- B31 Custodian Containers are collapsing
- Loading Dock Zones (They are not parking zones)
- Evolving Procedures – Procedures and Policies for Electrical Safety
- Vehicle Accident Reporting
- Vehicle Check Sheets
- B76 Work Area, Kitchen, Print Room – House Keeping (Picking up after yourself)
- Disposing toner cartridges

Stop thinking of this as a safety meeting and start thinking of this as a safety problem solving committee.

Forwarding DZAC Information

- Reminder to turn in your review sheets before our next meeting on Wednesday,
- April 8, 2015

Reminder to Everyone

- You have the right to work in a safe environment
- You have the right to tell anyone at any level that they are not working in a safe manner
- You have the right to stop a job if it's not being done safely

